

## Miller, Katherine (DAT)

---

**From:** Maria McKee  
**Sent:** Wednesday, September 26, 2012 3:33 PM  
**To:** Arcelona, Sheila (DAT)  
**Cc:** Miller, Katherine (DAT)  
**Subject:** Re: BOT mod  
**Attachments:** DABOTR REVISED BUDGET&NARRATIVE.doc

Hi Sheila & Katy,

Sheila, I do not have a copy of Goodwill's June invoice (Katy, I am going to combine this with our projected budget to the end of 2012 for the budget Sheila created). **Can I get a copy from you?**

Katy- for the strategic planning. There is nothing in Goodwill's budget about strategic planning. They do have \$4500 for travel/conferences and \$1600 for staff training, but neither of those items are on the earmark. **Please advise.**

Thanks!  
Maria

Maria McKee, MPP  
Grants & Policy Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
maria.mckee@sfgov.org

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 Sheila Arcelona---09/14/2012 02:54:17 PM---As promised I did the math to figure out the budget modification for the Back on Track earmark. If

From: Sheila Arcelona/DA/SFGOV  
To: Katherine Miller/DA/SFGOV@SFGOV, Maria McKee/DA/SFGOV@SFGOV  
Date: 09/14/2012 02:54 PM  
Subject: BOT mod

---

As promised I did the math to figure out the budget modification for the Back on Track earmark. If you guys could please fill in the highlighted calculations for Goodwill's subcontract so that it matches the new amount,

and write the cover memo explaining why we are doing this, we will be ready to upload. Katy, I recall that you had wanted to keep some money for strategic planning. If that is still the case, let's run that thru Goodwill because we don't have time to do a contract with a consultant ourselves at this point.

*(See attached file: DABOTR REVISED BUDGET&NARRATIVE.doc)*

---

Sheila Arcelona  
Assistant Chief, Finance & Administration  
San Francisco District Attorney's Office  
850 Bryant Street, Room 305  
San Francisco, CA 94103  
Desk: (415) 734-3018  
Fax: (415) 553-9700

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**Miller, Katherine (DAT)**

---

**From:** Sheila Arcelona  
**Sent:** Friday, September 14, 2012 2:54 PM  
**To:** Miller, Katherine (DAT); McKee, Maria (DAT)  
**Subject:** BOT mod  
**Attachments:** DABOTR REVISED BUDGET&NARRATIVE.doc

As promised I did the math to figure out the budget modification for the Back on Track earmark. If you guys could please fill in the highlighted calculations for Goodwill's subcontract so that it matches the new amount, and write the cover memo explaining why we are doing this, we will be ready to upload.

Katy, I recall that you had wanted to keep some money for strategic planning. If that is still the case, let's run that thru Goodwill because we don't have time to do a contract with a consultant ourselves at this point.

*(See attached file: DABOTR REVISED BUDGET&NARRATIVE.doc)*

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Assistant Chief, Finance & Administration  
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850 Bryant Street, Room 305  
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## Miller, Katherine (DAT)

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**From:** Maria McKee  
**Sent:** Thursday, September 13, 2012 3:31 PM  
**To:** Miller, Katherine (DAT)  
**Subject:** Following up with Goodwill  
**Attachments:** DA-BOT Monthly Report (Aug2012)\_Final.doc

Hi Katy,

Liz called me to check in about this. As per previous communications, we decided that she didn't need to attend this meeting, whenever it should happen.

I suggest we wait to see if Ranon comes back on Monday, and if not, we schedule the meeting (or I can do it alone).

What do you think?

Maria

Maria McKee, MPP  
Grants & Policy Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
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----- Forwarded by Maria McKee/DA/SFGOV on 09/13/2012 03:31 PM -----

From: Maria McKee/DA/SFGOV  
To: liz.tarchi@sfgov.org , Katherine Miller/DA/SFGOV@SFGOV  
Date: 09/10/2012 05:16 PM  
Subject: Fw: Back on Track August Report

---

Hi Katy and Liz,

Are we holding off on meeting with Goodwill about the challenges cited until Ranon gets back?

-Maria

Maria McKee, MPP  
Grants & Policy Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
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----- Forwarded by Maria McKee/DA/SFGOV on 09/10/2012 05:16 PM -----

From: Megan Kenny  
To: "liz.tarchi@sfgov.org" , "katherine.miller@sfgov.org"  
Cc: Joanna Hernandez , Sunny Suppa , Joanna Hernandez , "Maria.McKee@sfgov.org"  
Date: 09/10/2012 03:01 PM  
Subject: Back on Track August Report

---

Dear Katy and Liz,

Attached is the BOT report for August 2012. Please feel free to contact me if you have any questions.

Best,  
Megan  
**MEGAN KENNY | Director of Operations | People Services | (415) 575-2136**

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## **Miller, Katherine (DAT)**

---

**From:** Maria McKee  
**Sent:** Monday, September 10, 2012 5:16 PM  
**To:** Tarchi, Liz (DAT); Miller, Katherine (DAT)  
**Subject:** Fw: Back on Track August Report  
**Attachments:** DA-BOT Monthly Report (Aug2012)\_Final.doc

Hi Katy and Liz,

Are we holding off on meeting with Goodwill about the challenges cited until Ranon gets back?

-Maria

Maria McKee, MPP  
Grants & Policy Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
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----- Forwarded by Maria McKee/DA/SFGOV on 09/10/2012 05:16 PM -----

From: Megan Kenny  
To: "liz.tarchi@sfgov.org" , "katherine.miller@sfgov.org"  
Cc: Joanna Hernandez , Sunny Suppa , Joanna Hernandez , "Maria.McKee@sfgov.org"  
Date: 09/10/2012 03:01 PM  
Subject: Back on Track August Report

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Dear Katy and Liz,

Attached is the BOT report for August 2012. Please feel free to contact me if you have any questions.

Best,  
Megan

**MEGAN KENNY | Director of Operations | People Services | (415) 575-2136**

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## **Miller, Katherine (DAT)**

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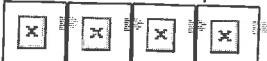
**From:** Megan Kenny  
**Sent:** Monday, September 10, 2012 3:00 PM  
**To:** Tarchi, Liz (DAT); Miller, Katherine (DAT)  
**Cc:** Joanna Hernandez; Sunny Suppa; McKee, Maria (DAT)  
**Subject:** Back on Track August Report  
**Attachments:** DA-BOT Monthly Report (Aug2012)\_Final.doc

Dear Katy and Liz,

Attached is the BOT report for August 2012. Please feel free to contact me if you have any questions.  
Best,

Megan

**MEGAN KENNY** | Director of Operations | People Services | (415) 575-2136



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## **Miller, Katherine (DAT)**

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**From:** Sunny Suppa  
**Sent:** Thursday, August 16, 2012 11:57 AM  
**To:** katherine.miller@sfgov.org; Ranon.Ross@sfgov.org; Liz.Tarchi@sfgov.org; Gregory.Mendez@sfgov.org  
**Cc:** Megan Kenny; Joanna Hernandez  
**Subject:** CORRECTED DOCUMENT ATTACHED: BOT July's Report\_Final version  
**Attachments:** DA-BOT Monthly Report (July2012)\_Final.doc

Dear Katy, Liz, and Gregory,

Please accept my apologies as the incorrect version of the document was attached in the previous email. Please disregard the last email and see the attached Final Version of our July's Monthly Report document for your review.

Thank you for your continued support and please do not hesitate to let me know if you have any questions about our monthly report.

Sincerely,

Sunny

---

**SUNNY SUPPA** | Quality Assurance Manager | People Services | **(415) 575-4568** | [ssuppa@sfgoodwill.org](mailto:ssuppa@sfgoodwill.org)

---

**From:** Sunny Suppa  
**Sent:** Thursday, August 16, 2012 10:40 AM  
**To:** 'katherine.miller@sfgov.org'; 'Ranon.Ross@sfgov.org'; 'Liz.Tarchi@sfgov.org'; 'Gregory.Mendez@sfgov.org'  
**Cc:** Megan Kenny; Joanna Hernandez  
**Subject:** BOT July's Report

Hi Katy, Liz, and Gregory,

Happy Thursday. Attached is the BOT report for July 2012. Please don't hesitate to let me know if you have any questions about this report.

Thank you for all of your help and support.

Best,

Sunny

---

**SUNNY SUPPA** | Quality Assurance Manager | People Services | **(415) 575-4568** | [ssuppa@sfgoodwill.org](mailto:ssuppa@sfgoodwill.org)



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**Miller, Katherine (DAT)**

---

**From:** Sunny Suppa  
**Sent:** Thursday, August 16, 2012 10:39 AM  
**To:** katherine.miller@sfgov.org; Ranon.Ross@sfgov.org; Liz.Tarchi@sfgov.org; Gregory.Mendez@sfgov.org  
**Cc:** Megan Kenny; Joanna Hernandez  
**Subject:** BOT July's Report  
**Attachments:** DA-BOT Monthly Report (July2012).doc

Hi Katy, Liz, and Gregory,

Happy Thursday. Attached is the BOT report for July 2012. Please don't hesitate to let me know if you have any questions about this report.

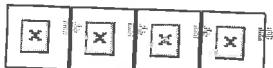
Thank you for all of your help and support.

Best,

Sunny

---

**SUNNY SUPPA** | Quality Assurance Manager | People Services | **(415) 575-4568** | [ssuppa@sfgoodwill.org](mailto:ssuppa@sfgoodwill.org)



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## **Miller, Katherine (DAT)**

---

**From:** Joanna Hernandez  
**Sent:** Thursday, July 19, 2012 2:55 PM  
**To:** katherine.miller@sfgov.org  
**Subject:** FW: Update bot video

-----Original Message-----

From: min lee [mailto:min@fuglee.org]  
Sent: Monday, July 16, 2012 10:57 AM  
To: Ranon.Ross@sfgov.org; Marie-Claire Balea; Joanna Hernandez  
Subject: Re: Update bot video

Hi all,

I've finalize the video. Main changes are color grading and audio adjustments. I didn't make to make changes content-wise since people seem happy with the content so far. Duration has been trimmed down to 8:30. Let me know if anything else is needed. If everything is okay, I'll mail out two master copies to you guys at 1500 Mission this week.

Link: <https://vimeo.com/44923400>

Password: [REDACTED]

Thanks,

Min

On Fri, Jun 29, 2012 at 5:51 AM, min lee <min@fuglee.org> wrote:

> Hi all,  
> Here's what i have so far. Still have some work left but if there's  
> something missing or too much of anything, please let me know.  
> Duration is just under 9 minutes right now.  
>

> Link: <https://vimeo.com/44923400>

> Password: [REDACTED]

>

> Thanks,

> Min

## **Miller, Katherine (DAT)**

---

**From:** Liz Tarchi  
**Sent:** Wednesday, July 18, 2012 5:03 PM  
**To:** SFDA-Collaborative Courts/DA/SFGOV  
**Cc:** Braden C Woods  
**Subject:** Fw: Back on Track Directory  
**Attachments:** Back on Track Directory.docx

A Back on Track Director that may be helpful for all.

Liz

----- Forwarded by Liz Tarchi/DA/SFGOV on 07/18/2012 05:03 PM -----

From: Marie-Claire Balea <mbalea@sfgoodwill.org>  
To: "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>  
Cc: Joanna Hernandez <JHernandez@sfgoodwill.org>, Isabel Perez <IPerez@sfgoodwill.org>, "Atiim B. Boykin (ABoykin@fsasf.org)" <ABoykin@fsasf.org>, "Jeff Taylor (jtaylor@fsasf.org)" <jtaylor@fsasf.org>, "Yalith Fonfa (yfonfa@fsasf.org)" <yfonfa@fsasf.org>, Sonia Worley <sworley@sfgoodwill.org>  
Date: 07/18/2012 04:16 PM  
Subject: Back on Track Directory

---

Hello,

Please see attached. Again, thank you.

Respectfully,

**Marie-Claire Balea** | Employment Specialist | People Services | Phone: **(415) 575-4521** | Fax: **(415) 575-2170**

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## Miller, Katherine (DAT)

---

**From:** Megan Kenny  
**Sent:** Wednesday, July 18, 2012 11:18 AM  
**To:** katherine.miller@sfgov.org  
**Subject:** RE: quick request (again, sorry!)  
**Attachments:** BOT SFDA 7.11-6.12 1st Amendment.fully executed.pdf; BOT SFDA Orig.fully executed contract 11.10-6.11.pdf

Hi Katy,

Attached is the original grant agreement and the amendment that covers 2011-June2012. Please let me know if you need anything additional.

Thanks,  
Megan

-----Original Message-----

From: katherine.miller@sfgov.org [mailto:katherine.miller@sfgov.org]  
Sent: Wednesday, July 18, 2012 10:58 AM  
To: Megan Kenny  
Subject: quick request (again, sorry!)

Hi Megan,

I'm working with Tam to finalize invoicing for BOT for the 2011-2012 FY and I need to look at the 2011-12 grant agreement but can't find the copy you emailed to me. Would you mind re-sending me the email? I think you originally sent it on June 21.

Thanks,  
Katy  
Katherine Weinstein Miller  
Director of Policy & Assistant District Attorney Office of San Francisco District Attorney George Gascón  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 575-8815

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## Miller, Katherine (DAT)

---

**From:** Megan Kenny  
**Sent:** Wednesday, July 11, 2012 11:38 AM  
**To:** katherine.miller@sfgov.org  
**Cc:** Sheila.Arcelona@sfgov.org; Maria.McKee@sfgov.org; Ranon.Ross@sfgov.org; Tam To  
**Subject:** RE: Question re finance point of contact?

Hi Katy,

I was just in the process of crafting a message to our funders, and you beat me to the punch. Please see message below:

I am writing to update you on some staffing changes here at Goodwill. As of July 10th, Nan Cramer, Grants Specialist and Herbert Lee, Grants Accountant are no longer with Goodwill. We wish them all the best and, at the same time, want to ensure that there is no gap in service to our funders. Therefore, moving forward, you will be supported by the following Goodwill team members:

For invoicing and billing questions, your primary contact is Tam To, Sr. Finance Director. She can be reached at [tto@sfgoodwill.org](mailto:tto@sfgoodwill.org) or via phone at 415-575-2111.

For contract and budget development work , your primary contact will be me. You can reach me at [mkenny@sfgoodwill.org](mailto:mkenny@sfgoodwill.org) or via phone at 415-575-2136.

Our program team leads of David Walker and Joanna Hernandez will continue to work with you on program related items.

Please feel free to contact me if you have any questions.

Thanks,  
Megan

-----Original Message-----

From: [katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org) [mailto:[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)]  
Sent: Wednesday, July 11, 2012 11:16 AM  
To: Megan Kenny  
Cc: Sheila.Arcelona@sfgov.org; Maria.McKee@sfgov.org; Ranon.Ross@sfgov.org  
Subject: Question re finance point of contact?

Hi Megan,

With both Herbert and Nan gone, who should our finance dept. contact at Goodwill about invoices?

Thanks,  
Katy

Katherine Weinstein Miller

Director of Policy & Assistant District Attorney Office of San Francisco District Attorney George Gascón

850 Bryant Street, Room 322

San Francisco, CA 94103

P: (415) 553-1110

F: (415) 575-8815

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**Miller, Katherine (DAT)**

---

**From:** Terry Aleshire  
**Sent:** Wednesday, June 27, 2012 8:16 AM  
**To:** Katherine Miller  
**Subject:** Re: HCAO Exemption Form  
**Attachments:** 6-27-12 -2- HCAO.pdf

Katherine, see the attached pdf. I signed off on the HCAO waiver. Terry

*(See attached file: 6-27-12 -2- HCAO.pdf)*

Katherine Miller---06/26/2012 05:26:08 PM---Hi Terry, I was given your name by a colleague who just processed a HCAO exemption for Goodwill Indu

From: Katherine Miller/DA/SFGOV  
To: Terry Aleshire/ADMSVC/SFGOV@SFGOV  
Date: 06/26/2012 05:26 PM  
Subject: HCAO Exemption Form

---

Hi Terry,

I was given your name by a colleague who just processed a HCAO exemption for Goodwill Industries. Goodwill also has a grant with the DA's Office. Are you the correct person to send this form to - and if not, can you direct me to the correct person?

[attachment "HCAO.pdf" deleted by Terry Aleshire/ADMSVC/SFGOV] [attachment "501(c)3\_Letter.pdf" deleted by Terry Aleshire/ADMSVC/SFGOV]

Thank you,  
Katherine Weinstein Miller  
Director of Policy & Assistant District Attorney  
Office of San Francisco District Attorney George Gascón  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 575-8815

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## **Miller, Katherine (DAT)**

---

**From:** Nan Cramer  
**Sent:** Friday, June 22, 2012 1:48 PM  
**To:** 'katherine.miller@sfgov.org'  
**Cc:** Megan Kenny  
**Subject:** RE: 12-13 DRAFT BOT SFDA 6.20.12.xls

They are both full time on BOT, and the rest of their salary is funded by FSA.

Nan Cramer, MBA | Grants Specialist | (415) 575-2187

-----Original Message-----

From: katherine.miller@sfgov.org [mailto:katherine.miller@sfgov.org]  
Sent: Friday, June 22, 2012 1:47 PM  
To: Nan Cramer  
Cc: Megan Kenny  
Subject: Re: 12-13 DRAFT BOT SFDA 6.20.12.xls

Hi Nan and Megan,

I'm looking at the budget once final time as I prep the grant agreement docs and have a question and potentially a request:

Question: how are the rest of Isabel and Sonia's salaries covered? Are they through FSA or other sources? They're both full time on BOT, right?

If they are not fully covered by other sources, it seems to me we could reduce the following items and put more money toward the CJS time:

1. \$4500 travel & conference fees (as opposed to local travel, which is budgeted separately) 2. \$3400 office supplies 3. \$4000 printing/reproduction

Let me know what you think.

Thanks,  
Katy

Katherine Weinstein Miller  
Director of Policy & Assistant District Attorney Office of San Francisco District Attorney George Gascón  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 575-8815

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From: Nan Cramer <ncramer@sfgoodwill.org>

To: ""katherine.miller@sfgov.org"" <katherine.miller@sfgov.org>  
Cc: Megan Kenny <mkenny@sfgoodwill.org>  
Date: 06/21/2012 09:56 AM  
Subject:12-13 DRAFT BOT SFDA 6.20.12.xls

For review at your noon meeting. Best, Nan

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## Miller, Katherine (DAT)

---

**From:** Ranon Ross  
**Sent:** Friday, June 22, 2012 11:44 AM  
**To:** Stephanie Ong Stillman; Robyn Burke; Cristine DeBerry; Katherine Miller; Liz Tarchi; Gregory Mendez; Susan Christian; Braden C Woods; Sharon Woo; Eugene Clendinen; David A Pfeifer  
**Subject:** Fw: Graduation photos  
**Attachments:** IMG\_7901.JPG; IMG\_7902.JPG; IMG\_7903.JPG; IMG\_7900.jpg

All,

Here are some pictures from last night's Back on Track Graduation.

Office of District Attorney, George Gascón  
Ranon E. Ross, Sr.,  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: [ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org)  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

----- Forwarded by Ranon Ross/DA/SFGOV on 06/22/2012 11:40 AM -----

From: min lee <[min@fuglee.org](mailto:min@fuglee.org)>  
To: [Ranon.Ross@sfgov.org](mailto:Ranon.Ross@sfgov.org)  
Date: 06/21/2012 11:39 PM  
Subject: Graduation photos

---

On Wed, Jun 20, 2012 at 2:22 PM, <[Ranon.Ross@sfgov.org](mailto:Ranon.Ross@sfgov.org)> wrote:  
> San Francisco District Attorney George Gascón, Deborah Alvarez-Rodriguez,  
> Bob Bennett & Al Gilbert cordially invites you to attend the June 21, 2012  
> Back on Track graduation celebration.  
>  
> Back on Track Graduation Celebration  
>  
> In partnership with Goodwill Industries of San Francisco, San Mateo  
> and Marin and the Family Service Agency of San Francisco  
>  
>  
> Thursday, June 21, 2012  
> Goodwill Industries

> 1500 Mission Street, San Francisco CA  
> 5:30 pm - 6:30 pm - Graduation Celebration - Atrium  
> 6:30 pm - 7:30 pm - Reception to immediately follow  
>  
> Back on Track was started in 2004 with the goal of creating solutions to  
> crime problems in San Francisco. It is known that with good jobs, literacy,  
> education and other support system, young offenders can take a very  
> different path. Recognizing that this work requires active participation  
> from many sectors of our community, Back on Track was designed as a unique  
> public/private initiative. The Back on Track graduation is proof that this  
> innovative approach to criminal justice works.  
>  
> Please join District Attorney Gascón on Thursday, June 21, 2012 to celebrate  
> the achievements of a remarkable group of young people, who have  
> demonstrated the efficacy of a rigorous reentry approach.  
>  
> Please RSVP to Ranon Ross by email at [ranon\\_ross@sfgov.org](mailto:ranon_ross@sfgov.org)  
>  
>  
> Office of District Attorney, George Gascón  
> Ranon E. Ross, Sr.,  
> 850 Bryant Street, Rm 310  
> San Francisco, Ca. 94103  
> Email: [ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org)  
> 415-553-1754- Office  
> 415-553-9665- Direct  
> 415-553-9700-Fax  
> 415-756-1751- Cell  
>  
>  
>

*(See attached file: IMG\_7900.jpg)(See attached file: IMG\_7901.JPG)(See attached file: IMG\_7902.JPG)(See attached file: IMG\_7903.JPG)*

## Miller, Katherine (DAT)

---

**From:** Nan Cramer  
**Sent:** Monday, June 18, 2012 11:40 AM  
**To:** Miller, Katherine (DAT)  
**Subject:** RE: Estimated rollover

Hi, Katy.

I will get you a good number by the end of the day today, I hope. Joanna said she could get me her program projections this afternoon. She was able to say off the top of her head that the video expenses (including stipends for participants) may come in at \$10-\$15K, she'll also have other stipend and this Thursday's graduation costs, so it may not be as much as we thought left over of the ~\$23K in program expenses.

The salary remainder should be about \$9500. Marie Claire left for a while, then came back, so there were savings while she was out.

I'll follow up again ASAP. Thanks! Nan

Nan Cramer, MBA | Grants Specialist | (415) 575-2187

-----Original Message-----

From: katherine.miller@sfgov.org [mailto:katherine.miller@sfgov.org]  
Sent: Friday, June 15, 2012 4:08 PM  
To: Nan Cramer  
Cc: Sheila.Arcelona@sfgov.org  
Subject: Estimated rollover

Hi Nan,

As a follow up to our conversation yesterday, would you please give me your best estimate re: how much funding in the current grant you expect to rollover into the next fiscal year?

Thanks!

Katy

Katherine Weinstein Miller  
Director of Policy & Assistant District Attorney Office of San Francisco District Attorney George Gascón  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 575-8815

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## **Miller, Katherine (DAT)**

---

**From:** Nan Cramer  
**Sent:** Tuesday, June 12, 2012 5:26 PM  
**To:** Ross, Ranon (DAT)  
**Cc:** Miller, Katherine (DAT); Megan Kenny; Arcelona, Sheila (DAT)  
**Subject:** RE: Thank you & BOT administrative matters

Greetings, all. I'm writing to follow up: is there any update or next steps we should be taking to work on planning for the next BOT project year? Thanks! Regards, Nan

**Nan Cramer, MBA | Grants Specialist | (415) 575-2187**

---

**From:** Nan Cramer  
**Sent:** Tuesday, June 05, 2012 4:40 PM  
**To:** Ranon.Ross@sfgov.org  
**Cc:** 'katherine.miller@sfgov.org'; Megan Kenny; Sheila.Arcelona@sfgov.org  
**Subject:** Thank you & BOT administrative matters

Ranon, It was wonderful to meet you today, it's always great to put faces to names.

To follow up on a couple administrative matters we talked about where Katy & Sheila's names came up:

- 1) A renewed/extended contract for 12-13: the current BOT grant is indeed ending June 30, 2012. Assuming the project is continuing after June 30...I imagine this means we should get cracking on renewing the scope and building a budget! Please advise on next steps to start this process.
- 2) The HCAO Waiver request process. This is the waiver we need to request with each new contract to affirm that as a non-profit, Goodwill is indeed exempt from HCAO compliance. Unfortunately getting the waiver attached to our contract is an extra process instead of our contract being automatically exempt by nature of our non-profit status. As we discussed, I'm not sure that when we submitted our waiver request last year it went through all the right steps and got final approval from OLSE. Our HR office and I are here to help facilitate this process, more to follow as we get there. I've attached a draft version of the request that we can finalize once we have the information regarding a new/extended contract, we can hold on this for now. If we need more review on this matter, I'm happy to field questions.

I hope you have a great evening, and take care of yourself!

Warm regards, Nan

**Nan Cramer, MBA | Grants Specialist | (415) 575-2187**

## **Miller, Katherine (DAT)**

---

**From:** Nan Cramer  
**Sent:** Tuesday, June 05, 2012 4:40 PM  
**To:** Ross, Ranon (DAT)  
**Cc:** Miller, Katherine (DAT); Megan Kenny; Arcelona, Sheila (DAT)  
**Subject:** Thank you & BOT administrative matters  
**Attachments:** SFDA HCAO waiver fillable form.pdf

Ranon, It was wonderful to meet you today, it's always great to put faces to names.

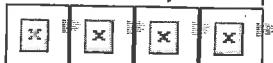
To follow up on a couple administrative matters we talked about where Katy & Sheila's names came up:

- 1) A renewed/extended contract for 12-13: the current BOT grant is indeed ending June 30, 2012. Assuming the project is continuing after June 30...I imagine this means we should get cracking on renewing the scope and building a budget! Please advise on next steps to start this process.
- 2) The HCAO Waiver request process. This is the waiver we need to request with each new contract to affirm that as a non-profit, Goodwill is indeed exempt from HCAO compliance. Unfortunately getting the waiver attached to our contract is an extra process instead of our contract being automatically exempt by nature of our non-profit status. As we discussed, I'm not sure that when we submitted our waiver request last year it went through all the right steps and got final approval from OLSE. Our HR office and I are here to help facilitate this process, more to follow as we get there. I've attached a draft version of the request that we can finalize once we have the information regarding a new/extended contract, we can hold on this for now. If we need more review on this matter, I'm happy to field questions.

I hope you have a great evening, and take care of yourself!

Warm regards, Nan

**Nan Cramer, MBA | Grants Specialist | (415) 575-2187**



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## **Miller, Katherine (DAT)**

---

**From:** Nan Cramer  
**Sent:** Friday, June 01, 2012 3:05 PM  
**To:** Miller, Katherine (DAT); Ross, Ranon (DAT)  
**Subject:** Emailing: GW SFDA 12-13 Insurance Cert.pdf  
**Attachments:** GW SFDA 12-13 Insurance Cert.pdf

Dear Katy and Ranon,

Please find attached Goodwill's newly renewed Insurance Certificate for the DA's office. Please let me know if you have any questions. Regards, Nan

Nan Cramer, MBA | Grants Specialist | (415) 575-2187

Your message is ready to be sent with the following file or link attachments:

GW SFDA 12-13 Insurance Cert.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.  
[[http://sfgoodwill.org/wp-content/themes/dejavu/images/gwsignature1\\_sfgoodwill.gif](http://sfgoodwill.org/wp-content/themes/dejavu/images/gwsignature1_sfgoodwill.gif)]<<http://www.sfgoodwill.org/>>  
[[http://sfgoodwill.org/wp-content/themes/dejavu/images/gwsignature2\\_facebook.gif](http://sfgoodwill.org/wp-content/themes/dejavu/images/gwsignature2_facebook.gif)]  
<<http://www.facebook.com/sfgoodwill>> [[http://sfgoodwill.org/wp-content/themes/dejavu/images/gwsignature3\\_twitter.gif](http://sfgoodwill.org/wp-content/themes/dejavu/images/gwsignature3_twitter.gif)]<<http://twitter.com/sfgoodwill>> [[http://sfgoodwill.org/wp-content/themes/dejavu/images/gwsignature4\\_sfgoodwill.gif](http://sfgoodwill.org/wp-content/themes/dejavu/images/gwsignature4_sfgoodwill.gif)]

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## **Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Monday, May 21, 2012 1:09 PM  
**To:** DeBerry, Cristine (DAT); Miller, Katherine (DAT)  
**Subject:** DA interview

Here are the questions created by the film producer not me. Please edit. Thanks.

For George Gascon:

1. What is Back on Track and how does it work? Please include the public/private partners involved.
2. What do the participant get out of this? What would have been the alternatives for them?
3. What is value of having their case dismissed and their records sealed?
4. What is restorative justice and what is the value of Back on Track to the individuals and community?
5. Are there any measurable success (e.g. statistics on crime rates, repeat offenders, etc) from Back on Track and what do you hope other regions get out of this video?

Office of District Attorney, George Gascón  
Ranon E. Ross, Sr.,  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
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415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

**Miller, Katherine (DAT)**

---

**From:** Tara Anderson  
**Sent:** Thursday, May 17, 2012 12:10 PM  
**To:** Miller, Katherine (DAT)  
**Subject:** Fwd: Back on Track grant

Katy,

I think that it will be a good fit for Maria to oversee this grant.  
Thoughts?

T

Sent from my iPhone

Begin forwarded message:

**From:** "Sheila Arcelona" <[Sheila.Arcelona@sfgov.org](mailto:Sheila.Arcelona@sfgov.org)>  
**Date:** May 14, 2012 12:14:13 PM PDT  
**To:** "Katherine Miller" <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>, "Tara Anderson" <[Tara.Anderson@sfgov.org](mailto:Tara.Anderson@sfgov.org)>  
**Cc:** "Eugene Clendinen" <[Eugene.Clendinen@sfgov.org](mailto:Eugene.Clendinen@sfgov.org)>  
**Subject:** Back on Track grant

Just a reminder that we have a fund balance in this grant that has to be spent in the next six months. The current balance is as follows:

Only \$5,125 left for Goodwill in Community Based Programs line item.  
Salary and Fringe Benefits \$63,796  
Professional Services \$33,000  
Work order with APD \$17,812  
Materials & Supplies \$6,132

---

Sheila Arcelona  
Assistant Chief, Finance & Administration  
San Francisco District Attorney's Office  
850 Bryant Street, Room 305  
San Francisco, CA 94103  
Desk: (415) 734-3018  
Fax: (415) 553-9700

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## **Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Tuesday, May 15, 2012 2:00 PM  
**To:** Stillman, Stephanie (DAT); Bastian, Alex (DAT); Miller, Katherine (DAT); DeBerry, Cristine (DAT); Tarchi, Liz (DAT); Woo, Sharon (DAT); Prozan, Rebecca (DAT); Burke, Robyn (DAT); Cinco, Marietta (DAT); Bell, Lauren (ADP)  
**Subject:** Fw: Photos from last night

These are the photos from last night at BOT makeover fashion show. The Boss was great with his comments and well received by the participants in the program.

Office of District Attorney, George Gascón

Ranon E. Ross, Sr.,  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: [ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org)  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

---

----- Forwarded by Ranon Ross/DA/SFGOV on 05/15/2012 01:56 PM -----

From: Kelly Armstrong  
To: Ranon Ross , Sonia Worley , Joanna Hernandez , David Walker  
Date: 05/15/2012 01:57 PM  
Subject: Photos from last night

---

Hello Everyone

Thanks again for a fantastic night!! Please share the photos with George Gascon for me.

Enthusiastically,

Kelly

Kelly Armstrong  
BeautiControl  
5214 F Diamond Heights Blvd #609  
San Francisco, CA 94131  
(415) 585-2412  
[www.beautipage.com/bc\\_kelly](http://www.beautipage.com/bc_kelly)

## Miller, Katherine (DAT)

---

**From:** ray ross  
**Sent:** Thursday, May 10, 2012 5:55 PM  
**To:** Nan Cramer ; Ross, Ranon (DAT)  
**Cc:** Miller, Katherine (DAT)  
**Subject:** Re: GW BOT March Invoice & Budget Revision request.

No worries.

Sent on the Sprint® Now Network from my BlackBerry®

-----Original Message-----

From: Nan Cramer <ncramer@sfgoodwill.org>  
Date: Fri, 11 May 2012 00:18:48  
To: <Ranon.Ross@sfgov.org>  
Cc: <katherine.miller@sfgov.org>  
Subject: RE: GW BOT March Invoice & Budget Revision request.

Hello, Ranon & Katy. I was just writing to follow up on this e-mail about an amended contract, then checked and found that our existing contract already includes the earmark. I was confused because Lauren asked us to budget for only the \$186K at the beginning of the contract. Sorry if I caused any confusion.

Onward, Nan

Nan Cramer, MBA | Grants Specialist | (415) 575-2187

**From:** Nan Cramer  
**Sent:** Wednesday, April 18, 2012 12:02 PM  
**To:** 'Ranon.Ross@sfgov.org'  
**Cc:** 'katherine.miller@sfgov.org'; Megan Kenny; Joanna Hernandez  
**Subject:** RE: GW BOT March Invoice & Budget Revision request.

Thank you so much, Ranon. I believe this revised budget leads now to an amended contract, correct? You can connect with me directly to get it approved when your office has the amendment ready. Regards, Nan

Nan Cramer, MBA | Grants Specialist | (415) 575-2187

**From:** Ranon.Ross@sfgov.org <mailto:Ranon.Ross@sfgov.org> [mailto:Ranon.Ross@sfgov.org]  
<mailto:[mailto:Ranon.Ross@sfgov.org]>  
**Sent:** Wednesday, April 18, 2012 11:36 AM  
**To:** Nan Cramer  
**Cc:** 'katherine.miller@sfgov.org'; Megan Kenny; Joanna Hernandez  
**Subject:** RE: GW BOT March Invoice & Budget Revision request.

Hi, Nan

Yes, the budget revisions are approved as submitted. Thank you

Office of District Attorney, George Gascón  
Ranon E. Ross, Sr.,  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: [ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org) <<mailto:ranon.ross@sfgov.org>>  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

From: Nan Cramer <[ncramer@sfgoodwill.org](mailto:ncramer@sfgoodwill.org) <<mailto:ncramer@sfgoodwill.org>>>  
To: ""Ranon.Ross@sfgov.org"" <[Ranon.Ross@sfgov.org](mailto:Ranon.Ross@sfgov.org) <<mailto:Ranon.Ross@sfgov.org>>>  
Cc: Megan Kenny <[mkenny@sfgoodwill.org](mailto:mkenny@sfgoodwill.org) <<mailto:mkenny@sfgoodwill.org>>>, ""katherine.miller@sfgov.org"" <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org) <<mailto:katherine.miller@sfgov.org>>>  
Date: 04/18/2012 10:01 AM  
Subject: RE: GW BOT March Invoice & Budget Revision request.

---

Hello, Ranon. I'm writing to inquire about the status of our BOT budget revision request? Do you have any updates to share? Thanks! Nan

Nan Cramer, MBA | Grants Specialist | (415) 575-2187

From: Nan Cramer  
Sent: Thursday, April 05, 2012 2:50 PM  
To: Sheila.Arcelona@sfgov.org <<mailto:Sheila.Arcelona@sfgov.org>> ; 'katherine.miller@sfgov.org';  
Ranon.Ross@sfgov.org <<mailto:Ranon.Ross@sfgov.org>>  
Cc: Megan Kenny; Herbert Lee  
Subject: GW BOT March Invoice & Budget Revision request.

Dear Sheila, Ranon, & Katy,

Please find attached Goodwill's March Invoice (hard copy to follow in the mail) and as well as our proposed revised budget. The proposed revision incorporates the additional \$21,080 contract amendment in Earmark funds as previously discussed, to be used toward participant supportive services & stipends for participation in BOT programming. The revision also incorporates travel & conference fees previously approved by the DA's office.

Please reach out to me or Megan Kenny with any questions. Thank you very much, Nan & team.

Nan Cramer, MBA | Grants Specialist | (415) 575-2187



## **Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Wednesday, May 02, 2012 12:08 PM  
**To:** Lauren Bell  
**Cc:** JHernandez@sfgoodwill.org; Katherine Miller  
**Subject:** Re: Fw: Sad News From P/PV

All,

Back On Track Model - the Choice is Yours in Philadelphia launched in February of 2012 with more than 30 people and it appears to be going well. They are doing bi-weekly enrollment. They have the funding for the program to continue, but are looking for another community partner to take the hand off. Everything is happening right now as we speak. The DA still references SF BOT when he speaks about the program around town. I will keep you all updated with future developments. Amazing.

Office of District Attorney, George Gascón  
Ranon E. Ross, Sr.,  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: [ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org)  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

 Lauren Bell---05/02/2012 10:53:25 AM---Wow. P/PV is going under :( Wonder what that means for the Philly BOT program?

From: Lauren Bell/ADPROB/SFGOV  
To: Katherine Miller/DA/SFGOV@SFGOV, Ranon Ross/DA/SFGOV@SFGOV, JHernandez@sfgoodwill.org  
Date: 05/02/2012 10:53 AM  
Subject: Fw: Sad News From P/PV

---

Wow. P/PV is going under :(

Wonder what that means for the Philly BOT program?

Lauren A. Bell, MPA  
Reentry Services Manager  
Reentry Division

Adult Probation Department  
Hall of Justice  
850 Bryant Street, Room 200 (Front Entrance)  
880 Bryant Street, Room 200 (Mailing Address)  
San Francisco, CA 94103  
phone: (415) 553-4919  
email: lauren.bell@sfgov.org

For information about Citywide reentry efforts, please see the websites of the [Reentry Council](#) and the [Community Corrections Partnership](#)

----- Forwarded by Lauren Bell/ADPROB/SFGOV on 05/02/2012 10:52 AM -----

From: "Public/Private Ventures" <PublicPrivate\_Ventures@mail.vresp.com>  
To: lauren.bell@sfgov.org  
Date: 05/02/2012 10:44 AM  
Subject: Sad News From P/PV

Dear Colleagues,

It is with deep regret that I share with you that after almost 35 years, P/PV will cease operations—on or about July 31, 2012. Our board has concluded that P/PV is not sustainable, given current economic conditions and funding trends.

It has been the highest privilege for me to lead this organization since 2010, but it is also among my greatest sorrows that we are making this difficult decision.

P/PV has worked hard for more than a year to chart a new, sustainable path forward. We enjoyed generous core support from several private funders and made difficult staff cuts. But we have recently concluded that changing trends in evaluation, as well as resource constraints among both

#### About P/PV

Public/Private Ventures is a national nonprofit whose mission is to improve the effectiveness of social programs, particularly those that aim to help young people from high-poverty communities successfully transition to adulthood.

[Read more >>](#)

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Follow us on Twitter, join us on Facebook, watch P/PV videos on YouTube, or subscribe to our RSS feed.

public and private funders, will not allow us to remain competitive as a small, mission-focused agency. That has led to the decision to cease operations.

Our team has begun the process of winding down the organization responsibly. This means completing as many projects as possible by July 31, transferring others to suitable organizations that can finish the work, and fulfilling our obligations to funders and program partners. Just as important, we are working closely with our employees to help them make the transition to new opportunities.

P/PV will leave a rich legacy and body of work. From our groundbreaking research on Big Brothers Big Sisters to our role in the replication of the Nurse-Family Partnership, we have had a clear and consistent focus on partnering with organizations that provide critical services to youth and young adults living in high-poverty communities. We care deeply about how research can strengthen on-the-ground programs for young people. Over the years, our work has helped grow important fields of practice. P/PV's research on mentoring, our pioneering work in prisoner reentry and our recent studies of sectoral employment programs are just a few examples of our influence on the country's landscape of social programs and policies.

One of our objectives in the coming months will be to identify a home for

our extraordinary body of work. Our publications are a distinctive and valued asset—we take great pride in them, and in knowing that they are used widely by practitioners, researchers and policymakers.

We will also use these coming months to finish several new publications that are in development, and to share some further reflections about the social sector. What are the central challenges that social programs face? What is the role of intermediary organizations in such a resource-constrained environment? How can funders and providers work together more effectively to ensure that programs draw upon sound evidence and data, and then manage their performance to achieve better outcomes?

P/PV will end operations with immense gratitude for the exceptional people who have given their intellect, energy and time to this institution. The extended family of current and former staff, board members and partners is a truly remarkable assemblage, and I know and trust that they will carry forward P/PV's mission, values and legacy to meet the continued and vital needs of America's youth.

Sincerely,  
Nadya K. Shmavonian

P/PV is a 501(c)(3) nonprofit, nonpartisan organization with offices in Philadelphia, New York City and Oakland.

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Public/Private Ventures  
2000 Market Street  
Suite 550  
Philadelphia, PA 19103  
US

[Read](#) the VerticalResponse marketing policy.

## **Miller, Katherine (DAT)**

---

**From:** Sheila Arcelona  
**Sent:** Monday, April 23, 2012 10:47 AM  
**To:** Clendinen, Eugene (DAT); Miller, Katherine (DAT); Ross, Ranon (DAT)  
**Subject:** Fw: SFDA's Office - Confirmation of Contract Close Out

Eugene, I believe this answers your question regarding Pacific News Service. It took me a while to find it b/c she refers to them as New America Media, their new name.  
So yes, OK to close.

---

Sheila Arcelona  
Assistant Chief, Finance & Administration  
San Francisco District Attorney's Office  
850 Bryant Street, Room 305  
San Francisco, CA 94103  
Desk: (415) 734-3018  
Fax: (415) 553-9700  
----- Forwarded by Sheila Arcelona/DA/SFGOV on 04/23/2012 10:46 AM -----

From: Lauren Bell/DA/SFGOV  
To: malvarez@newamericanmedia.org  
Date: 09/30/2011 02:43 PM  
Subject: SFDA's Office - Confirmation of Contract Close Out

---

Hi Maria,

Great talking to you on the phone. Thank you for confirming that New America Media has submitted all invoices for the Back on Track-Graduate Services/Changing the Odds contract with the SFDA's office.

We will now be able to close out our associated accounting.

Best wishes,

Lauren

---

Lauren Bell, MPA  
Community Initiatives Director  
Office of San Francisco District Attorney George Gascón  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Ph: (415) 553-4919  
Fax: (415) 553-9700  
Email: lauren.bell@sfgov.org

## **Miller, Katherine (DAT)**

---

**From:** Sally Xie  
**Sent:** Wednesday, April 11, 2012 11:46 AM  
**To:** Nan Cramer; Megan Kenny; Herbert Lee  
**Cc:** Sheila Arcelona; Katherine Miller  
**Subject:** Re: Fw: GW BOT March Invoice & Budget Revision request.  
**Attachments:** GW BOT SFDA Mar 2012 invoice scan.pdf; Mar 12 revision BOT 11-12 budget.xls

Hi Nan/Megan/Herbert,

I am reviewing your March 2012 invoice, the billing amount looks fine. However, I need additional backup documentation for the following:

Medical Insurance payment - Kaiser (January, February & March 2012)  
Dental Insurance Payment - Delta Dental (January, February & March 2012)  
Life Insurance Payment-Unum (January, February & March 2012).

Please expedite my request as the invoice needs to be processed by the end of this week. Thanks.

Best Regards,

Sally Xie  
San Francisco District Attorney's Office  
Finance and Administration  
phone: 415-553-1836 fax: 415-553-9700  
email: sally.xie@sfgov.org

 Sheila Arcelona---04/05/2012 03:01:39 PM---Sally, here is the Goodwill March invoice amount for your reference. Sheila Arcelona

From: Sheila Arcelona/DA/SFGOV  
To: Sally Xie/CON/SFGOV@SFGOV  
Date: 04/05/2012 03:01 PM  
Subject: Fw: GW BOT March Invoice & Budget Revision request.

---

Sally, here is the Goodwill March invoice amount for your reference.

Sheila Arcelona  
Finance & Administration  
San Francisco District Attorney's Office  
850 Bryant Street, Room 305  
San Francisco, CA 94103  
Desk: (415) 734-3018

Fax: (415) 553-9700

----- Forwarded by Sheila Arcelona/DA/SFGOV on 04/05/2012 02:59 PM -----

From: Nan Cramer <ncramer@sfgoodwill.org>  
To: "Sheila.Arcelona@sfgov.org" <Sheila.Arcelona@sfgov.org>, ""katherine.miller@sfgov.org"" <katherine.miller@sfgov.org>, "Ranon.Ross@sfgov.org" <Ranon.Ross@sfgov.org>  
Cc: Megan Kenny <mkenny@sfgoodwill.org>, Herbert Lee <hlee@sfgoodwill.org>  
Date: 04/05/2012 02:50 PM  
Subject: GW BOT March Invoice & Budget Revision request.

---

Dear Sheila, Ranon, & Katy,

Please find attached Goodwill's March Invoice (hard copy to follow in the mail) and as well as our proposed revised budget. The proposed revision incorporates the additional \$21,080 contract amendment in Earmark funds as previously discussed, to be used toward participant supportive services & stipends for participation in BOT programming. The revision also incorporates travel & conference fees previously approved by the DA's office.

Please reach out to me or Megan Kenny with any questions. Thank you very much, Nan & team.

**Nan Cramer, MBA | Grants Specialist | (415) 575-2187**

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## Miller, Katherine (DAT)

---

**From:** Sheila Arcelona  
**Sent:** Thursday, April 05, 2012 3:02 PM  
**To:** Miller, Katherine (DAT)  
**Subject:** Fw: GW BOT March Invoice & Budget Revision request.

Hi Katy, while I am away you can give the approved invoice to Sally. Thanks!

Sheila Arcelona  
Finance & Administration  
San Francisco District Attorney's Office  
850 Bryant Street, Room 305  
San Francisco, CA 94103  
Desk: (415) 734-3018  
Fax: (415) 553-9700  
----- Forwarded by Sheila Arcelona/DA/SFGOV on 04/05/2012 03:02 PM -----

From: Nan Cramer  
To: "Sheila.Arcelona@sfgov.org" , "katherine.miller@sfgov.org" , "Ranon.Ross@sfgov.org"  
Cc: Megan Kenny , Herbert Lee  
Date: 04/05/2012 02:50 PM  
Subject: GW BOT March Invoice & Budget Revision request.

---

Dear Sheila, Ranon, & Katy,

Please find attached Goodwill's March Invoice (hard copy to follow in the mail) and as well as our proposed revised budget. The proposed revision incorporates the additional \$21,080 contract amendment in Earmark funds as previously discussed, to be used toward participant supportive services & stipends for participation in BOT programming. The revision also incorporates travel & conference fees previously approved by the DA's office.

Please reach out to me or Megan Kenny with any questions. Thank you very much, Nan & team.

**Nan Cramer, MBA | Grants Specialist | (415) 575-2187**

DISCLAIMER: The information contained in this email may be confidential and is intended solely for the use of the named addressee. Access, copying, or re-use of the email or any information contained therein by another person is not authorized. If you are not the intended recipient, please notify us immediately by returning the email to the originator. [attachment "Mar 12 revision BOT 11-12 budget.xls" deleted by Sheila Arcelona/DA/SFGOV] [attachment "GW BOT SFDA Mar 2012 invoice scan.pdf" deleted by Sheila Arcelona/DA/SFGOV]

## **Miller, Katherine (DAT)**

---

**From:** Eugene Clendinen  
**Sent:** Friday, March 30, 2012 5:16 PM  
**To:** Miller, Katherine (DAT); Arcelona, Sheila (DAT); Ross, Ranon (DAT)  
**Cc:** Lauren Bell/DA/SFGOV  
**Subject:** Pacific News Service

We still have \$25,637 in encumbered (DPDA11000078) funds with Pacific News Service. The initial encumbrance was for BOT graduate services in August of 2010. Sheila says that their grant should be up. I just want to be absolutely sure that's the case before we close this.

Eugene G. Clendinen  
Chief Administrative & Financial Officer  
Office of District Attorney George Gascón  
850 Bryant Street, Rm 313  
San Francisco, CA 94103  
Phone: (415) 553-1895  
Fax: (415) 553-9700  
Eugene.Clendinen@sfgov.org

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## Miller, Katherine (DAT)

---

**From:** Sheila Arcelona  
**Sent:** Wednesday, February 29, 2012 2:24 PM  
**To:** Miller, Katherine (DAT)  
**Cc:** Ross, Ranon (DAT)  
**Subject:** Re: Fw: Preliminary Approval of BOT participants supportive services request  
**Attachments:** GW Dec Invoice.PDF

OK, here goes:

I checked their contract to see what's in their budget, and what I see is a line item called Client Services Fees for \$10K. The vouchers could easily come out of this line item. They also fall in line with the CalGRIP allocation which is for Client Services.

Lauren's budget detail, below, was rolled up into higher level categories for the budget modification. Therefore, there is no line item called Stipends. Bottom line, I do not see a need for a Goodwill to modify their budget to make these expenditures.

As always, they need to keep good records as to who received the vouchers, especially since if they (program staff) are buying vouchers from their own organization.....

We have not yet encumbered the \$21K, since we have not yet received a budget for how it will be spent.

I have attached their latest budget breakdown from the December invoice for your reference.

*(See attached file: GW Dec Invoice.PDF)*

Sheila Arcelona  
Finance & Administration  
San Francisco District Attorney's Office  
850 Bryant Street, Room 305  
San Francisco, CA 94103  
Desk: (415) 734-3018  
Fax: (415) 553-9700

 Katherine Miller---02/29/2012 10:58:08 AM---I checked with Lauren about this too, here is what she said:  
Some client services money is coming fr

From: Katherine Miller/DA/SFGOV  
To: Ranon Ross/DA/SFGOV@SFGOV  
Cc: Sheila Arcelona/DA/SFGOV@SFGOV  
Date: 02/29/2012 10:58 AM  
Subject: Re: Fw: Preliminary Approval of BOT participants supportive services request

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I checked with Lauren about this too, here is what she said:

Some client services money is coming from calgrip - maybe check with Sheila to make sure there are no problems.

For the federal grant, the approved modification to GW is as follows (has the \$21K of these funds been encumbered for the GW contract?). I don't think you will need to do a federal modification if GW wants to shift the way it uses the below money, but maybe check with Sheila on that front too?

Goodwill Industries

Mentoring/Aftercare Support Specialist	\$15,000
Increase this line item on the 11/12 contract by \$10,000. \$5,000 will be applied to the contract for 6 months - July 1, 2012 thru December 31, 2012)	
* Graduates will be hired on a part time basis by Goodwill to work and encourage curr	
Participant Orientation Video Editing	\$3,940.96
Criminal Justice Specialist	\$21,000.00
CJS 1 FTE for 6 months in the 12/12 contract (July 1, 2012 thru December 31, 2012)	
Drug Testing	\$5,875
\$235 per participant X 25 participants - Based on Consentia rate of \$47 per test and a maximum of 5 drug tests per participant	
Transitional Job Training Stipends	\$8,675
15 participants X \$500 Stipend - Participants	
Staff Development Training	\$5,000
NIC - Thinking for Change, Cognitive Behavior Training	
TBD Strategic Planning for transition and/or expansion	\$5,000
\$200 per hour X 25 hours	
<b>TOTAL CONTRACTS</b>	<b>\$68,271</b>

Katherine Weinstein Miller  
Director of Policy & Assistant District Attorney  
Office of San Francisco District Attorney George Gascon  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 575-8815

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Ranon Ross---02/29/2012 09:25:49 AM---Sheila, Please read below. Is this request in proper order with our grant agreement with Goodwill?

From: Ranon Ross/DA/SFGOV  
To: Sheila Arcelona/DA/SFGOV@SFGOV  
Cc: Katherine Miller/DA/SFGOV@SFGOV  
Date: 02/29/2012 09:25 AM  
Subject: Fw: Preliminary Approval of BOT participants supportive services request

Sheila,

Please read below. Is this request in proper order with our grant agreement with Goodwill? Does this make sense and can we allow them to move money from stipends line to a newly created line item for supportive services? Please advise? Can I come talk to you about in a few? Katy any thoughts?

Office of District Attorney, George Gascón  
Ranon E. Ross, Sr.,  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: [ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org)  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

----- Forwarded by Ranon Ross/DA/SFGOV on 02/29/2012 09:21 AM -----

From: Nan Cramer  
To: "Ranon.Ross@sfgov.org" , "katherine.miller@sfgov.org"  
Cc: Joanna Hernandez , Megan Kenny  
Date: 02/28/2012 04:34 PM  
Subject: Preliminary Approval of BOT participants supportive services request

---

Greetings, Ranon & Katy.

As you may be aware, BOT has a new partnership with City College to provide BOT participants with professional makeovers. For this project, Joanna is planning to spend approximately \$4000 on Goodwill vouchers & Ross Gift Cards. Joanna is hoping to generating the check requests in the next couple weeks.

We have money for this in our budget, but should do a budget revision creating a line item that's more clearly for supportive services such as this than the stipends line. You may also know we're working to determine how we'll incorporate the additional ~\$21K in earmarks funds into the project & budget. I hope to be accomplishing that addition/revision in the next couple weeks. In the meantime, until we can carve out a line item specifically for costs such as the BOT/City College partnership, can we please request provisional permission to move forward with the purchases referenced above?

Please let us know. Thanks! Nan & Joanna

Nan Cramer, MBA  
Grants Specialist  
Goodwill Industries of San Francisco,

San Mateo and Marin Counties, Inc.  
1500 Mission St., SF, CA 94013  
desk: 415.575.2187  
e-m: [ncramer@sfgoodwill.org](mailto:ncramer@sfgoodwill.org)

## Miller, Katherine (DAT)

---

**From:** Sheila Arcelona  
**Sent:** Wednesday, February 29, 2012 11:39 AM  
**To:** Ross, Ranon (DAT); Miller, Katherine (DAT)  
**Subject:** Re: Fw: Preliminary Approval of BOT participants supportive services request

Won't be able to review til tomorrow

 Ranon Ross

----- Original Message -----

**From:** Ranon Ross  
**Sent:** 02/29/2012 11:33 AM PST  
**To:** Katherine Miller  
**Cc:** Sheila Arcelona  
**Subject:** Re: Fw: Preliminary Approval of BOT participants supportive services request  
Thanks Katy. I will check with Sheila as you suggested. But just so that I am clear, if she says its ok, your response is it's ok as well, right?

Office of District Attorney, George Gascón  
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----- Forwarded by Ranon Ross/DA/SFGOV on 02/29/2012 09:21 AM -----

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----- Forwarded by Ranon Ross/DA/SFGOV on 02/29/2012 09:21 AM -----

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Cc: Joanna Hernandez , Megan Kenny  
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## **Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Wednesday, February 29, 2012 9:25 AM  
**To:** Arcelona, Sheila (DAT)  
**Cc:** Miller, Katherine (DAT)  
**Subject:** Fw: Preliminary Approval of BOT participants supportive services request

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## Miller, Katherine (DAT)

---

**From:** Ranon Ross  
**Sent:** Wednesday, February 29, 2012 9:17 AM  
**To:** Nan Cramer  
**Cc:** Joanna Hernandez; Miller, Katherine (DAT); Megan Kenny  
**Subject:** Re: Preliminary Approval of BOT participants supportive services request

Ms. Cramer,

We will get back to you today with an answer for your request. Thanks.

Office of District Attorney, George Gascón  
Ranon E. Ross, Sr.,  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: [ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org)  
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desk: 415.575.2187  
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## **Miller, Katherine (DAT)**

---

**From:** Isabel Perez  
**Sent:** Wednesday, February 01, 2012 9:47 AM  
**To:** 5 Keys Instructor; Adam Ling; Adam Rogers; Anne Young; Armond Oliver; Arnab Pal; Ashley Einhaus; Betty Short; Carlos Cortes; Chris Reyes; David Walker; Diane George; Diane Jesus; Donald Prescott; Edward Nolen; Elizabeth O'Neil; Elsie Wong; Hazel Williams; Hoa Giang; Human Resources Department; Indiana Barrenechea; James Cureaux; Jan Cohen; Jerry Powell; Joanna Hernandez; John Navarra; Judy Siff; Julia Orellana; Kathleen DeLander; Kenneth Hsu; Laura Burton; Lonnie Tuck; Macy Yeung; Margo Harrison; Marie-Claire Balea; Marisa Martinez; Mark Bouthiller; Megan Kenny; Michael Garceau; Monika Broecker; Nan Cramer; Nancy Agron; Natalya Gray; Nichelle Scott; Owen Peery; Papatea Mati; Paul Fong; Paul Tan; Peter Bolesh; Purva Dandona; Rebekah Reali; Ronnie Gravino; Rosa Della Casa; Rosalinda De La Rosa; Ryan Boyle; Sadie Wathen; Sheri Mascorro; Sonia Worley; Stephanie Kim; Sunny Suppa; Tahmal Fleming; Tina L. Greco; David Estrada; Linda Oziel; Ty Johnson; Victoria Gratton; Walter Thomas; Warren Stewart; Wendy Yuan; William Perdue  
**Cc:** Mendez, Gregory (DAT); Ross, Ranon (DAT); Miller, Katherine (DAT); lenore.anderson@sfgov.org  
**Subject:** Back on Track Newsletter  
**Attachments:** BOT Times February 2012.pdf

Attached you will find the Back on Track Newsletter with upcoming events, if you have any questions about the newsletter feel free to contact me.

Thank you,

**Isabel Perez**

**Back on Track - Criminal Justice Specialist**  
Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1500 Mission Street  
San Francisco, Ca 94103  
(415) 575-4538 - Direct  
(415) 575-2170 - Fax  
iperez@sfgoodwill.org - email

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## **Miller, Katherine (DAT)**

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**From:** Ranon Ross  
**Sent:** Friday, January 27, 2012 11:47 AM  
**To:** Lenore Anderson; Miller, Katherine (DAT); Woo, Sharon (DAT); Gascon, George (DAT); Burke, Robyn (DAT); Tarchi, Liz (DAT); Stillman, Stephanie (DAT); Mendez, Gregory (DAT); DeBerry, Cristine (DAT); Clendinen, Eugene (DAT); Salonga, Rey (DAT); Arcelona, Sheila (DAT); Cinco, Marietta (DAT); Lauren Bell/DA/SFGOV; Kerrigan, James (DAT); David A Pfeifer; Garvey, Judith (DAT); Merin, David; Talai, Omid (DAT); Bell, Lauren (ADP)  
**Subject:** Final Itinerary for Prince George Visit  
**Attachments:** Back on Track\_ReplicationSiteVisit- Revised 1-27-12.doc

Hello,

Here is the FINAL itinerary for the Prince George visit. Thank you all for your incredible help and support on this project.

Ranon (*See attached file: Back on Track\_ReplicationSiteVisit- Revised 1-27-12.doc*)

Office of District Attorney, George Gascón  
Ranon E. Ross, Sr.,  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: [ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org)  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

## **Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Friday, January 27, 2012 11:37 AM  
**To:** AngelaAlsobrooks; Carolyn Starks Saxon; Harris, Lorraine K.; Harrison, Tara A.  
**Cc:** Lenore Anderson; Burke, Robyn (DAT); JHernandez@sfgoodwill.org  
**Subject:** SF Site Visit  
**Attachments:** ConfidentialityAdmonition.generic2011[1].pdf; Back on Track\_ReplicationSiteVisit-Revised 1-27-12.doc

Hello, Prince County Team

We are so excited to have State Attorney, Angela Alsobrooks visiting our city and our office. It is an honor and a privilege to serve as your host. We will work incredibly hard to make this trip a success for all of you. Please find enclosed the FINAL itinerary for your trip, a confidentiality admonition form that must be completed prior to sitting in on any case conferencing meetings. I have provided you with a few links to help you and the team learn about San Francisco District Attorney, George Gascon and the judges you will be meeting on your visit. Again, we are excited and look forward to a wonderful visit. If you have any questions, please feel free to contact me. I will meet you at the US Airways( Flight #191) baggage carrousel at 2:43pm. Thank You.

San Francisco District Attorney George Gascon  
<http://www.sfdistrictattorney.org/index.aspx?page=20>

Judge Garret Wong- <http://www.aaba-bay.com/aaba/showpage.asp?code=garrett%20wong%20press%20release> -  
Currently the Judge for Behavioral Health Court

Judge John Dearman - [http://legalpad.typepad.com/my\\_weblog/2009/04/sfs-judge-dearman-retires-but-doesnt-leave-exactly.html](http://legalpad.typepad.com/my_weblog/2009/04/sfs-judge-dearman-retires-but-doesnt-leave-exactly.html)  
Founding Judge for Back on Track. Currently presiding over the Criminal Justice Center

Judge Samuel K. Feng - <http://www.sanfranciscosentinel.com/?p=40726>  
Currently Judge for arraignments and Preliminary Hearing Court room. Also hears Back on Track cases

Judge Thelton Henderson - <http://www.cand.uscourts.gov/teh>  
Served as Back on Track judge for several years from the federal bench.

*(See attached file: Back on Track\_ReplicationSiteVisit-Revised 1-27-12.doc)(See attached file: ConfidentialityAdmonition.generic2011[1].pdf)*

Ranon Ross.

Office of District Attorney, George Gascón  
Ranon E. Ross, Sr.,  
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415-553-9700-Fax  
415-756-1751- Cell

## Miller, Katherine (DAT)

---

**From:** Katherine Miller  
**Sent:** Tuesday, January 24, 2012 5:09 PM  
**To:** Ranon Ross  
**Subject:** Re: Most updated  
**Attachments:** Back on Track\_ReplicationSiteVisit- Revised 1-24-12km.doc

sorry, here it is

*(See attached file: Back on Track\_ReplicationSiteVisit- Revised 1-24-12km.doc)*

Katherine Weinstein Miller  
Director of Policy & Assistant District Attorney  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
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Ranon Ross---01/24/2012 05:07:01 PM---Did you send back? Office of District Attorney, George Gascón  
Ranon E. Ross, Sr.,

From: Ranon Ross/DA/SFGOV  
To: Katherine Miller/DA/SFGOV@SFGOV  
Date: 01/24/2012 05:07 PM  
Subject: Re: Most updated

---

Did you send back?  
Office of District Attorney, George Gascón  
Ranon E. Ross, Sr.,  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: ranon.ross@sfgov.org  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

Katherine Miller---01/24/2012 05:05:48 PM---Looks great - I just made a few format changes and also noted

a place where it looks like you forgot

From: Katherine Miller/DA/SFGOV  
To: Ranon Ross/DA/SFGOV@SFGOV  
Date: 01/24/2012 05:05 PM  
Subject: Re: Most updated

---

Looks great - I just made a few format changes and also noted a place where it looks like you forgot to finish a sentence.

Great job setting this up. Truly appreciated.

Katherine Weinstein Miller  
Director of Policy & Assistant District Attorney  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
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 Ranon Ross---01/24/2012 02:25:06 PM---Please disregard the 1st draft I sent you. Sharon Woo has just confirmed that she will attend both m

From: Ranon Ross/DA/SFGOV  
To: Katherine Miller/DA/SFGOV@SFGOV  
Date: 01/24/2012 02:25 PM  
Subject: Most updated

---

Please disregard the 1st draft I sent you. Sharon Woo has just confirmed that she will attend both meeting with Pfeifer and Simin. Schedul[attachment "Back on Track\_ReplicationSiteVisit- Revised 1-24-12.doc" deleted by Katherine Miller/DA/SFGOV] e has been updated. Thank you.

Office of District Attorney, George Gascón

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850 Bryant Street, Rm 310  
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Email: ranon.ross@sfgov.org  
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415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

**Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Tuesday, January 24, 2012 2:25 PM  
**To:** Miller, Katherine (DAT)  
**Subject:** Most updated  
**Attachments:** Back on Track\_ReplicationSiteVisit- Revised 1-24-12.doc

Please disregard the 1st draft I sent you. Sharon Woo has just confirmed that she will attend both meeting with Pfeifer and Simin. Schedul(*See attached file: Back on Track\_ReplicationSiteVisit- Revised 1-24-12.doc*)e has been updated. Thank you.

Office of District Attorney, George Gascón  
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415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

**Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Tuesday, January 24, 2012 11:41 AM  
**To:** Miller, Katherine (DAT)  
**Cc:** Miller, Katherine (DAT); [ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org)  
**Subject:** Re: BOT Manual

Thanks. Lb. I am. Are you still locked in for your time on Feb. 1st @ 9:30am. Will you have Chief Still there to meet with the folks as well? By the way there is no more Re-entry/Parole Court according to Lisa Lightman so we can extend the time frame to include time with Cheif Still. Can you confirm her attendance in window of 9:30 to 11am?

Office of District Attorney, George Gascón  
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415-756-1751- Cell

 Katherine Miller--01/24/2012 10:29:08 AM---Hi friend, it is actually LB! Attached is the BOT Manual for you! Hope you are hanging in there -

From: Katherine Miller/DA/SFGOV  
To: Ranon Ross/DA/SFGOV@SFGOV, [\[REDACTED\]](#)  
Cc: Katherine Miller  
Date: 01/24/2012 10:29 AM  
Subject: BOT Manual

---

[attachment "BOTMANUAL\_GENERAL.doc" deleted by Ranon Ross/DA/SFGOV]

Hi friend, it is actually LB! Attached is the BOT Manual for you! Hope you are hanging in there - you are the bomb!

LB

Katherine Weinstein Miller  
Director of Policy & Assistant District Attorney

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**Miller, Katherine (DAT)**

---

**From:** Katherine Miller  
**Sent:** Tuesday, January 24, 2012 10:29 AM  
**To:** Ross, Ranon (DAT); [REDACTED]  
**Cc:** Miller, Katherine (DAT)  
**Subject:** BOT Manual  
**Attachments:** BOTMANUAL\_GENERAL.doc

*(See attached file: BOTMANUAL\_GENERAL.doc)*

Hi friend, it is actually LB! Attached is the BOT Manual for you! Hope you are hanging in there - you are the bomb!

LB

Katherine Weinstein Miller  
Director of Policy & Assistant District Attorney  
San Francisco District Attorney's Office  
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**Miller, Katherine (DAT)**

---

**From:** Katherine Miller  
**Sent:** Tuesday, January 24, 2012 10:29 AM  
**To:** Ranon Ross; [REDACTED]  
**Cc:** Katherine Miller  
**Subject:** BOT Manual  
**Attachments:** BOTMANUAL\_GENERAL.doc

*(See attached file: BOTMANUAL\_GENERAL.doc)*

Hi friend, it is actually LB! Attached is the BOT Manual for you! Hope you are hanging in there - you are the bomb!

LB

Katherine Weinstein Miller  
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## **Miller, Katherine (DAT)**

---

**From:** ray ross  
**Sent:** Monday, January 23, 2012 2:27 PM  
**To:** Lenore.Anderson@sfgov.org ; Miller, Katherine (DAT)  
**Cc:** Ross, Ranon (DAT)  
**Subject:** Re: See updated BOT replication guide - attached

Ok

Sent on the Sprint® Now Network from my BlackBerry®

-----Original Message-----

From: Lenore.Anderson@sfgov.org  
Date: Mon, 23 Jan 2012 22:16:37  
To: <katherine.miller@sfgov.org>  
Cc: <Ranon.Ross@sfgov.org>  
Subject: Re: See updated BOT replication guide - attached

Thanks Katy.

Looks great. Ranon, use the hard cover we used for the NBPA conference, with DA GG's sticker on it. Also, before printing this, go through and make sure the spacing is correct. It should be 12 pages. Thanks, L

Lenore Anderson  
Chief of the Alternative Programs Division San Francisco District Attorney's Office  
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From: Katherine Miller/DA/SFGOV  
To: Lenore Anderson/DA/SFGOV@SFGOV, Ranon Ross/DA/SFGOV@SFGOV  
Date: 01/23/2012 01:47 PM  
Subject: See updated BOT replication guide - attached

Hi all,

I put in GG's photo & signature, changed a few lines in the letter. Please take a look.

[attachment "BOTReplicationPRIMER\_Toolkit\_January232012\_GENERAL.doc"  
deleted by Lenore Anderson/DA/SFGOV]

Katherine Weinstein Miller

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## **Miller, Katherine (DAT)**

---

**From:** Lenore Anderson  
**Sent:** Monday, January 23, 2012 2:16 PM  
**To:** Miller, Katherine (DAT)  
**Cc:** Ross, Ranon (DAT)  
**Subject:** Re: See updated BOT replication guide - attached

Thanks Katy.

Looks great. Ranon, use the hard cover we used for the NBPA conference, with DA GG's sticker on it. Also, before printing this, go through and make sure the spacing is correct. It should be 12 pages. Thanks, L

Lenore Anderson  
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Fax: 415- 553-9700

 Katherine Miller---01/23/2012 01:47:58 PM---Hi all, I put in GG's photo & signature, changed a few lines in the letter. Please take a look.

From: Katherine Miller/DA/SFGOV  
To: Lenore Anderson/DA/SFGOV@sfgov, Ranon Ross/DA/SFGOV@sfgov  
Date: 01/23/2012 01:47 PM  
Subject: See updated BOT replication guide - attached

---

Hi all,

I put in GG's photo & signature, changed a few lines in the letter. Please take a look.

[attachment "BOTReplicationPRIMER\_Toolkit\_January232012\_GENERAL.doc" deleted by Lenore Anderson/DA/SFGOV]

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